



Planning and Environmental Quality

April 17, 2003

INSTRUCTIONS FOR PROCESSING NOTICES OF AVAILABILITY FOR DRAFT/FINAL ENVIRONMENTAL IMPACT STATEMENTS

Environmental Impact Statements (EIS) follow a standard notification process that begins with a Notice of Intent (NOI) to prepare an EIS, followed by preparation of Notices of Availability (NOA) for the Draft and Final Environmental Impact Statements, and concludes with publication of the Record of Decision (ROD). These instructions will cover processing Notices of Availability for the Draft and Final EISs. Please see similar instructions on the Intermountain Intranet for processing Notices of Intent and Record of Decision. These instructions are also available on the Intranet at <http://im.den.nps.gov> (click on the box to the right of Planning & Env Quality, then click on Tools and scroll down to Environmental Quality Tools) or contact Planning Technician Roxanne Runkel at (303) 969-2377 or by e-mail for copy.

Before the document is released, a Notice of Availability (NOA) must be published in the *Federal Register*. The Department of Interior and the National Park Service (DO-12 Handbook §4.8.C) require that Draft EISs be available for public review for a minimum of 60 calendar days from the day the Environmental Protection Agency (EPA) Notice of Availability is published in the *Federal Register*. The Council of Environmental Quality regulations implementing the National Environmental Policy Act (§1506.9) also requires that you file Draft EISs with EPA. NOAs are published both by NPS and EPA.

I. Prepare the Notice of Availability.

Be certain that all documents conform to the publication requirements for the *Federal Register*. We suggest you use our fill-in-the-blank NOA (**example 1 for Draft EIS, example 2 for Final EIS**). If you do not use the fill-in-the-blank NOA, you will need to send the NOA to the Regional Solicitor's Office for approval prior to submittal. This will take about 30 days. For more information, you may access the *Document Drafting Handbook* via the Internet at www.archives.gov, select "Federal Register," and then "Document Drafting Handbook." All notices must be **single-sided and double-spaced** and will require the Regional Director's signature.

Parks may e-mail the NOA and the briefing statement to the Intermountain Support Office in order to obtain the Regional Director's signature. After the signature is obtained, the NOA will be mailed back to the sender so that the transmittal package can be completed and mailed to the *Federal Register* liaison. **Please read each transmittal letter carefully!** There are different enclosures for each letter that must be included in the packet. To obtain the Regional Director's signature, please send to:

Roxanne Runkel
NPS, Intermountain SO-Denver
Mail Address:
P.O. Box 25287
Denver, CO 80225-0287
Phone: (303) 969-2377

Email: Roxanne_Runkel@nps.gov

Street Address (for express mail):
12795 West Alameda Parkway
Lakewood, CO 80228

- When submitting documents with specific dates mentioned (e.g., meeting notice) allow sufficient time between your submission date and the meeting date. Allow approximately 45 days for review and publication of non-controversial *Federal Register* notices.
- **Copies of your document should not be distributed to the public or other agencies until your *Federal Register* notice has been approved for publication by the Department.** It is important that any issues of concern by the Department be resolved **before** the document is available to the public.

2. Prepare a Briefing Statement.

A briefing statement (**example 3**) must accompany all notices. The briefing statement should include a bulleted summary of the issues being addressed, what Congressional District(s) could be affected/interested, what public or local government participation and input has been included in the preparation of the document, and an appropriate program contact name and phone number.

The briefing statement should be e-mailed to Chick Fagan, WASO Ranger Activities, at the same time that the NOA transmittal package is express mailed to Debra Melton (see step #3 below). Chick Fagan can be reached at (202) 208-7469, Chick_Fagan@nps.gov.

If your project is considered a “hot topic” (there could be enough controversy to raise the project to the Regional Director’s, Director’s, or Secretary’s attention), send a copy of the briefing statement (**example 3**) to the Regional Director’s office and brief the Deputy Regional Director or Regional Director before sending the notice to WASO.

3. Send the Transmittal Package to the *Federal Register* Liaison.

The transmittal package is then sent to Debra Melton, *Federal Register* Liaison, (202) 354-1904. After the notice is approved, Ms. Melton usually takes the NOA package to the *Federal Register* office within 3-4 working days. Her address is:

Debra Melton
NPS, Administrative Program Center
1201 Eye Street, NW
12th Floor, Room 14
Washington, DC 20005

In the unlikely event that you should need it, the *Federal Register* telephone number is (202) 523-3187. With the exception of the NOA itself, the following additional

correspondence **does not** require the Regional Director's signature. Please ensure that your Superintendent or Project Manager/Job Captain (for IMR and DSC projects) signs the correspondence. The transmittal package must include:

- a) Cover transmittal memo to *Federal Register* Liaison Office (example 6).
- b) 3 signed original NOAs and 3 copies (**ORIGINAL NOAs MUST BE SIGNED IN BLUE INK and MUST BE SINGLE-SIDED AND DOUBLE-SPACED**) (example 1 or 2).
- c) Briefing Statement (example 3)
- d) Solicitor's Office memo approving NOA for legal sufficiency (example 5).
- e) Hard copy of the purchase request for publication costs (example 4). The purchase request should be made out to the *Federal Register*. Costs are \$ 93/page (if formatted per example 1 or 2) with disk, or a minimum of \$155.00 if there is only one page. The *Federal Register* will only accept payment through a purchase request and will not accept payment from contractors.
- f) A labeled 3.5" floppy disk (not a CD) containing the NOA with only one document per disk. The label should read:

Agency: DOI/NPS
File Name: NOA[Park].doc (or whatever the file is named)
Program Version: Word 6 (or whatever program it is in)
Title (spelled out): Notice of Availability [Park]

- g) Letter to *Federal Register* Office Director certifying disk is true copy (example 7).

NOTE: *Acquiring the Regional Director's signature on the NOA is the responsibility of the Intermountain Support Office-Denver. After the NOA is signed, the NOA will be mailed or express mailed back to the park for further processing. It is the park's/team captain's responsibility to send the transmittal package to the Federal Register.*

- 4. **Obtain clearance to release the NOA.** On a regular basis, the Washington Office sends a list of notices that are cleared to print to the Support Office. Once your notice appears on the list, the Support Office will notify the park/project contact that the NOA is cleared. You may then complete steps 5-11.

DO NOT COMPLETE STEPS 5-12 WITHOUT THIS CLEARANCE
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- 5. **Obtain a Control Number from the Office of Environmental Policy and Compliance.**

When the DEIS is at the printer and before it is released to EPA (see step #7) and the public, contact OEPC by telephone and inform them of the DEIS title and the anticipated date of its transmittal to EPA. OEPC will assign the document a DOI control number and

log it. This number is used to identify and track the DEIS during processing and departmental review.

- Control numbers will only be given to authorized bureau personnel involved with the processing of the EIS.
- Control numbers will not be given to contractors, joint lead agencies, or cooperating agencies.
- Call for a control number when the document is being printed, and prior to filing with EPA.
- Control numbers must be stamped or written in ink on the outside cover of **all copies transmitted to EPA and Interior bureaus and offices.**

The DOI Office of Environmental Policy and Compliance contact that will assign the control number is:

Ms. Gwendalyn McFadden
Office of Environmental Policy and Compliance
1849 C Street NW, Room 2340
Washington, DC 20240
(202) 208-3891

6. Prepare “Dear Interested Party” letter and distribute EIS.

The letter is usually signed by the superintendent, gives the date comments are due, the comment address, and includes a telephone number for a point of contact (**example 8**). It is best to wait until you have a better idea when the notice might be published in the *Federal Register* so you may choose a comment due date that might allow for a 60-day review after the date of the EPA notice. Prepare documents for mailing to those on appropriate lists, including other federal agencies. Distribute documents to the public, including other agencies.

7. Send cover transmittal letter to the EPA office responsible for the state in which the park is located (example 9).

Include a **copy** of the DEIS or FEIS with the control number stamped or written on the outside cover (EPA will not accept the EIS without the DOI control number), a copy of the “Dear Interested Party” letter (**example 8**), and a copy of the signed NOA (**example 1 or 2**). Send to **one of the following**:

Region 6
(NM, OK, TX)
Michael Jansky
Environmental Protection Agency
First International Bank
Tower & Fountain Place
1445 Ross Avenue, 12th Floor
Dallas, TX 75270
(214) 665-7451

Region 8
(CO, MT, UT, WY)
Cindy Cody
Environmental Protection Agency
999 18th Street, Suite 500-8EPR-PS
Denver, CO 80202-2466
(303) 312-6228

Region 9 (AZ)
David Farrel, CMD-2
Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
(415) 744-1584

8. Send cover transmittal letter to EPA, Washington D. C.

After the DEIS or FEIS is sent to the regional EPA office, you need to write to the EPA Washington Office (**example 10**). Include **5 copies** of the DEIS or FEIS with the control number stamped or written on the outside cover (EPA will not accept the EIS without the DOI control number) and a copy of the letter sent to the EPA Regional office (**example 9**). **We must have the document available to the public when we give the EISs to EPA** (i.e. we mail to lists by midnight that day). Address the letter to Anne N. Miller as shown in the example, however, mail or express mail the transmittal to:

ATTN: Pearl Young
U.S. Environmental Protection Agency
Office of Federal Activities
EIS Filing Section
Mail Code 2252-A, Room 7241
Ariel Rios Building (South Oval Lobby)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Questions may be directed to Pearl Young (202) 564-1399 or Marilyn Henderson (202) 564-7153.

9. Send cover transmittal memo to the Office of Environmental Policy and Compliance.

Prepare a cover memo to Willie Taylor, Director, Office of Environmental Policy and Compliance (**example 11**). Include **4 copies** of the DEIS or FEIS with the control number stamped or written on the outside cover, a copy of the signed NOA (**example 1 or 2**), and a copy of the EPA transmittal letters (**examples 9 & 10**). Concurrent with the filing of the EIS with EPA, OEPC will distribute the document to federal agencies with jurisdiction by law or special expertise and to State and local agencies, including Indian Tribes that are authorized to set and enforce related environmental standards. Send the package to:

Mr. Willie Taylor
Office of Environmental Policy and Compliance
1849 C Street NW, Room 2340
Washington, DC 20240

10. Send cover transmittal memo to the WASO Environmental Quality Division.

Prepare a cover memo to Jake Hoogland, Chief, Environmental Quality Division (**example 12**). Include **6 copies** of the DEIS or FEIS with the control number stamped or written on the outside cover, a copy of the signed NOA (**example 1** or **2**), copies of the EPA transmittal letters (**examples 9 & 10**), a copy of the transmittal memorandum sent to the Office of Environmental Policy and Compliance (**example 11**), and a copy of the transmittal memorandum sent to the *Federal Register* Liaison Officer (**example 6**). If additional copies are needed for other offices (e.g. Planning, Ranger Activities, etc.), send copies directly to those offices. Send the package to:

Mr. Jacob J. Hoogland
Environmental Quality Division
1849 C Street NW, Room 2749
Washington, DC 20240-0001

11. Send cover transmittal memo to the Department's Natural Resources Library. Include 2 copies of the EIS with the control number stamped or written on the outside cover (**example 13**) and send the package to:

Natural Resources Library
ATTN: John Sherrod
1849 C Street NW
MS 1151
Washington, DC 20240-0001
(202) 208-5815

12. Confirm NOA publication date.

The Intermountain Support Office will notify the park after the NOA is published or you may check the *Federal Register* online at www.access.gpo.gov/nara/.

FINAL ENVIRONMENTAL IMPACT STATEMENT

Procedures to publish a Notice of Availability for the Final EIS are the same as for the Draft EIS. Follow steps 1-12 above, using **example 2** rather than **example 1**. **Be sure to obtain a new control number (FES instead of DES) for the final EIS and to change all the notices and correspondence from Draft EIS to Final EIS!**

Example 1

DEPARTMENT OF THE INTERIOR

National Park Service

[Document or Plan Name], Draft Environmental Impact Statement,
[Park Name] National [Unit Type], [State]

AGENCY: National Park Service, Department of the Interior

ACTION: Notice of Availability of the Draft Environmental Impact
Statement for the [Plan Name], [Park Name] National [Unit Type]

SUMMARY: Pursuant to the National Environmental Policy Act of
1969, 42 U.S.C. 4332(C), the National Park Service announces the
availability of a Draft Environmental Impact Statement for the [Plan
Name] for [Park Name] National [Unit Type], [State].

DATES: The National Park Service will accept comments on the Draft
Environmental Impact Statement from the public through **[INSERT DATE
60 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER** (the
Federal Register will insert the date)]. No public meetings are
scheduled at this time [or state date, time, and place of public
meetings, if known].

ADDRESSES: Information will be available for public review and comment in the office of the Superintendent, and at the following locations [Superintendents name, address, and phone number of park unit office and any other location, including the Internet]

FOR FURTHER INFORMATION CONTACT: [Contact name, address, phone number, and e-mail address]

SUPPLEMENTARY INFORMATION: If you wish to comment, you may submit your comments by any one of several methods. You may mail comments to [office name and address]. You may also comment via the Internet to [office Internet address]. Please submit Internet comments as an ASCII file avoiding the use of special characters and any form of encryption. Please also include "Attn: [any identifying names or codes]" and your name and return address in your Internet message. If you do not receive a confirmation from the system that we have received your Internet message, contact us directly at [office contact and telephone number]. Finally, you may hand-deliver comments to [office street address]. Our practice is to make comments, including names and home addresses of respondents, available for public review during regular business hours. Individual respondents may request that we withhold their home address from the record, which we will honor to the extent allowable by law. There also may be circumstances in which we would withhold

from the record a respondent's identity, as allowable by law. If you wish us to withhold your address, you must state this prominently at the beginning of your comment. We will make all submissions from organizations or businesses, and from individuals identifying themselves as representatives or officials of organizations or businesses, available for public inspection in their entirety.

DATED: _____

[Name of person who actually signed notice]
Director, Intermountain Region, National Park Service [Add Deputy,
if needed]

Example 2

DEPARTMENT OF THE INTERIOR

National Park Service

[Document or Plan Name], Final Environmental Impact Statement,
[Park Name] National [Unit Type], [State]

AGENCY: National Park Service, Department of the Interior

ACTION: Notice of Availability of the Final Environmental Impact
Statement for the [Plan Name], [Park Name] National [Unit Type]

SUMMARY: Pursuant to National Environmental Policy Act of 1969, 42
U.S.C. 4332(C), the National Park Service announces the availability
of a Final Environmental Impact Statement for the [Plan Name],
[Park Name] National [Unit Type] , [State] .

DATES: The National Park Service will execute a Record of Decision
(ROD) no sooner than 30 days following publication by the
Environmental Protection Agency of the Notice of Availability of the
Final Environmental Impact Statement.

ADDRESSES: Information will be available for public inspection in the office of the Superintendent, and at the following locations
[Superintendents name, address, and phone number of park unit office and any other location, including the Internet]

FOR FURTHER INFORMATION CONTACT: [Contact name, address, phone number, and e-mail address]

DATED: _____

[Name of person who actually signed notice]
Director, Intermountain Region, National Park Service [Add Deputy, if needed]

Example 3

BRIEFING STATEMENT TEMPLATE

Replace information in italics with your text (2-page maximum)

Unit: *Park Name*

Title: *Document Type, project title (e.g. Record of Decision, General Management Plan)*

Congressional Districts:

Minnesota 8th District James Oberstar
Senate Paul Wellstone, Mark Dayton

Describe when and at which steps you contacted the delegation. If you briefed other members/staff (e.g. committee), describe those contacts as well.

Issues:

- *Describe the project's process (e.g. The general management plan will conclude with this decision document, which completes a 3-year planning and public participation process. About __ copies of the documents were distributed to the public.)*
- *Describe where we got the authority to do the plan/project and why we need to do it (e.g. The Visitor Use and Facilities Plan segment of the plan was authorized in statute in 1982, but funds for its preparation had never been authorized. When the park commenced its General Management Planning process, it convened a separate Consultation Group of 41 participants to discuss issues related to visitor uses and facilities in the vicinity of the park. The head of the Minnesota Department of Mediation Services served as the facilitator for the group.).*
- *Describe the public review process [e.g. The park conducted 12 public meetings at various stages in the plan – scoping, alternatives, draft – in four locations: International Falls, Orr, Duluth, and the Twin Cities. In addition, the consultation group met 13 times. It consisted of Federal (USFS), State (DNR, Department of Tourism) Provincial (Ontario Ministry of Natural Resources), and local officials (city, county, and lake associations), tourism professionals, and persons experienced in outdoor recreation (University of Minnesota), as directed by the statute. The Visitor Use and Facilities Plan companion document to the General Management Plan was prepared in consultation with that group, also as directed by the statute.]*
- *Summarize the public comment (e.g. There was extraordinary participation in the planning process – over 2000 commented on the draft plan. In spite of the fact that the park has been controversial for much of its 25-year history, there was remarkable unanimity in comments. Most said that they like the park as it is now and sought only to maintain the diversity of uses, the peace and quiet and freedom that characterize recreational experiences in the park now. Most comments suggested more stringent alternatives for management than are presented in the GMP/VUFP/EIS.)*
- *Describe the hot topics, controversial, and sensitive issues [e.g. The single major issue that generated the most discussion was the question of how many houseboats should be permitted in the park. Until now, there have been no permits required for houseboats (or any other users). The*

plan calls for a subsequent Houseboat Management Plan once 60 houseboats (overnight) are counted in either of the park's two basins. That subsequent plan will establish the carrying capacity of the park for houseboats. It is anticipated that this threshold (60 boats) will not be reached for several more years since the largest number of houseboats counted to date in a basin is 45.]

- *Describe how the plan/project addresses the issues (e.g. The plan makes no changes with respect to the types or kinds of motorized and non-motorized use in the park. It has no effect on the existing use of snowmobiles or floatplanes in the park. There are no fees at Voyageurs. There is no fee to enter the park and none is sought by the plan. Because of the difficulties of counting visitors was raised as an issue repeatedly, the park proposes to implement a free, self-registration permit system for overnight users to provide more reliable information, beginning next year.)*
- *Describe input received from state/local officials [e.g. County officials sought an extension in the comment period of 90 days in the fall of 2000. The park granted an extension of 60 days so that the total comment period for the plan was 120 days. (CEQ minimum is 45 days). Only one of the two counties submitted comments. Both counties held their own public hearings on the plan. The transcripts of those hearing are included in the GMP/VUFP/EIS and issues raised in those meetings are responded to, where appropriate.]*
- *Describe input received from Congressional contacts [e.g. A delegation of local officials, accompanied by Senator Dayton (and representatives from other Minnesota Congressional offices), met with NPS Director Fran Mainella, Regional Director Bill Schenk, and others in Washington on September 7, 2001. They requested that the document not be released. The Director indicated that she could find no reason to delay the plan's distribution. Accordingly, when the document was received from the printer, distribution of the plan began.]*
- *Describe media coverage (e.g. Newspaper articles and radio reports on the availability of the plan have appeared in regional media. To date, the park has received no written comments and a few phone calls.)*

Contact: *Name, Title, Location, Phone (should be someone who is intimately familiar with the project and can answer all questions)*

Example 4

Purchase Request Example

Example 5

Solicitor's Office memoranda

The Solicitor's Office memorandum is a document that approves the Notice of Intent of Availability for legal sufficiency. A copy of this memorandum is required by the Federal Register Liaison Officer in order to publicize the notice.

If you use the standard notice of availability template for your notice, you may use the appropriate Solicitor's Office approval memorandum (see below) as your legal sufficiency memorandum.

Office of the Solicitor

States

Rocky Mountain Region

Colorado and Wyoming

Southwest Region

Arizona, New Mexico, Texas, and Oklahoma

Salt Lake City

Utah

Billings

Montana

These memos are attached as Examples 5A, 5B, 5C, and 5D.

Example 5A

Example 5B

Example 5C

Example 5D

Example 6

(PLACE YOUR PARK/OFFICE LETTERHEAD HERE)

L7617

Memorandum

To: *Federal Register* Liaison Officer, WASO-237

From: Superintendent, [Park Name] National [Unit Type] **OR**
Project Manager/Job Captain, [Office Title]

Subject: *Federal Register* publication - Notice of Availability of the
 [Draft/Final] Environmental Impact Statement for [Plan Name] , [Park
 Name] National [Unit Type]

Enclosed are three signed original NOAs and three copies for publication in the *Federal Register*. Also enclosed are copies of the briefing statement, an approved purchase request to cover the costs of publication, a memorandum from the Regional Solicitor's Office approving our standard form of notice for legal sufficiency, a floppy disk containing the notice, and a letter to the Director of the Office of the *Federal Register* stating the disk is certified to be a true copy of the original document.

[Name of Superintendent, Project Manager/Job Captain]

Enclosures 11

cc:
WASO-2310, Hoogland
IMSO-DE-PE, Runkel

Example 7

(PLACE YOUR PARK LETTERHEAD HERE)

L7617

Ray Mosely, Director
Office of the *Federal Register*
800 N. Capitol
Room 700
Washington, D.C. 20008

Subject: *Federal Register* publication – Notice of Availability of the [Draft/Final]
Environmental Impact Statement for the [Plan Name] , [Park Name] National
 [Unit Type]

Dear Mr. Mosely:

We hereby certify that the enclosed disk is a true copy of the original subject document, which is also enclosed.

Sincerely,

 [Name of Superintendent]
 [Park Name] National [Unit Type]

OR [Name of Project Manager/Job Captain]
 [Office Title]

Enclosures included in transmittal package

cc:
IMSO-DE-PE, Runkel

Example 8

(PLACE YOUR PARK LETTERHEAD HERE)

Dear Interested Party:

Attached for your review and comment is the [Draft/Final] Environmental Impact Statement for the [Plan Name] for [Park Name] National [Unit Type]. The document identifies and assesses the various management alternatives and related environmental impacts relative to park operations, visitor use and access, natural and cultural resource management, and general development at _____. The plan replaces an [outdated 1982 GMP] and will guide park management for the next 15 years.

Four alternatives were developed for inclusion in the plan. Alternative A, the preferred alternative, emphasizes protection of resources while still accommodating a variety of park uses and ensuring quality visitor experiences. Alternative B focuses on removing many existing developments to restore and enhance natural and historic resources and the wilderness qualities of the park. Alternative C continues actions identified in the 1982 General Management Plan that emphasizes visitor services and facilities, including development in some backcountry areas. Alternative D, the No-Action Plan, would maintain visitor services and resource protection at current limited levels throughout the life of the plan.

Public participation is very important to the successful development of this [Plan Name]. Therefore, we ask for your thoughtful evaluation and comment. Public comments will be accepted until [date]. Please address your comments to [contact name, address]. For information or questions concerning the [Plan Name], call [contact name, phone number].

We thank you in advance for your attention and we appreciate your concern for the future of [Park Name] National [Unit Type].

Sincerely,

Superintendent,
[Park Name] National [Unit Type]

Example 9

(PLACE YOUR PARKOFFICE LETTERHEAD HERE)

L7617

[Control Number, e.g. DES-99/49]

David Farrel, CMD-2
Region 9
Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105

Dear Mr. Farrel:

Enclosed please find a copy of the [Draft/Final] Environmental Impact Statement for
_____[Plan Name]_____, _____[Park Name]_____ National _____[Unit Type]_____. Comments on the DEIS will be
accepted through _____[date]_____. *(Delete this sentence for the Final)*. Also enclosed is the
“Dear Interested Party” letter sent with the EIS to those on the mailing list and a copy of the signed
NOA.

Sincerely,

[Name of Superintendent]
_____[Park Name]_____ National _____[Unit Type]_____

OR [Name of Project Manager/Job Captain]
_____[Office Title]_____

Enclosures 3

cc:
WASO-2310, Hoogland
WASO-2340, Taylor
IMSO-DE-PE, Runkel
EPA, Miller

Example 10

(PLACE YOUR PARK/OFFICE LETTERHEAD HERE)

L7617

[Control Number, e.g. DES-02/01]

Ms. Anne N. Miller
US EPA, Office of Federal Activities
EIS Filing Section, Room 7220
South Ariel Rios Building
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20460

Dear Ms. Miller:

In compliance with §102 (2) (C) of the National Environmental Policy Act and in accordance with 40 CFR 1506.9, we are enclosing five copies of the [Draft/Final] Environmental Impact Statement for the ___ [Plan Name] ___, ___ [Park Name] ___ National ___ [Unit Type] ___. This Environmental Impact Statement was prepared by the National Park Service. Also enclosed is a copy of the letter we sent to your Region [Enter number of the specific Region i.e., 6,8, or 9] office.

Sincerely,

[Name of Superintendent]
[Park Name] ___ National ___ [Unit Type] ___

OR

[Name of Project Manager/Job Captain]
___ [Office Title] ___

Enclosures 6

cc:

WASO-2310, Hoogland
WASO-2340, Taylor
IMSO-DE-PE, Runkel

Example II

(PLACE YOUR PARK/OFFICE LETTERHEAD HERE)

L7617

[Control Number, e.g. DES 02/01]

Memorandum

To: Director, Office of Environmental Policy and Compliance

From: Superintendent, [Park Name] National [Unit Type] **OR**
Project Manager/Job Captain, [Office Title]

Subject: Notice of Availability to Prepare an Environmental Impact Statement for the [Plan Name] , [Park Name] National [Unit Type]

Enclosed for your use are four copies of the [Draft/Final] Environmental Impact Statement for [Plan Name] , [Park Name] National [Unit Type] . Also enclosed is a copy of the signed NOA, and copies of the EPA transmittal letters. Questions may be directed to [Contact person name and phone number] .

[Name of Superintendent, Project Manager/Job Captain]

Enclosures 7

cc:

WASO-2310, Hoogland

IMSO-DE-PE, Runkel

Example 12

(PLACE YOUR PARK/OFFICE LETTERHEAD HERE)

L7617

[Control Number, e.g. DES-99/52]

Memorandum

To: Chief, Environmental Quality Division, WASO-2310

From: Superintendent, [Park Name] National [Unit Type] **OR**
Project Manager/Job Captain, [Office Title]

Subject: [Draft/Final] Environmental Impact Statement, [Plan Name] , [Park Name]
National [Unit Type] , [Control Number]

Enclosed are five copies of the subject document, a copy of the signed NOA, as well as copies of correspondence with the Environmental Protection Agency, Department of Interior Office of Environmental Policy and Compliance, and the *Federal Register* Liaison Officer. We have also included an additional copy of the subject document for the Public Affairs Office, and we would appreciate it if your office could ensure this copy is delivered. Questions on the project may be directed to [Contact name and phone number].

[Name of Superintendent, Project Manager/Job Captain]

Enclosures 11

cc:
IMSO-DE-PE, Runkel

Example 13

(PLACE YOUR PARK/OFFICE LETTERHEAD HERE)

L7617

[Control Number, e.g. DES02/01]

Memorandum

To: Manager, Natural Resources Library

From: Superintendent, [Park Name] National [Unit Type] **OR**
Project Manager/Job Captain, [Office Title]

Subject: Notice of Availability to Prepare an Environmental Impact Statement for the [Plan Name] , [Park Name] National [Unit Type]

Enclosed for your use are two copies of the [Draft/Final] Environmental Impact Statement for [Plan Name] , [Park Name] National [Unit Type] . Questions regarding the Environmental Impact Statement may be directed to [Contact name and phone number] .

 [Name of Superintendent, Project Manager/Job Captain]

Enclosures 2

cc:

IMSO-DE-PE, Runkel